

**Cassadaga Job Corps Academy
Erie 2-Chautauqua BOCES School of Practical Nursing
8115 Glasgow Road, Cassadaga, NY 14718
(716)595-8760**

APPLICATION & PREPARATION FOR

**LICENSED
PRACTICAL
NURSE
PACKET #1**

Revised 09/09/15

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Dear Center Staff /Advanced Training Coordinator;

Thank you for your recent interest in the BOCES School of Practical Nursing at the Cassadaga Job Corps Academy! Job Corps and BOCES alone have assisted thousands of young people by providing education and Career Technical training that works. Together these programs are able to present an incredible opportunity to gain valuable training in a high growth, highly rewarding field at a minimal cost to our students.

The BOCES LPN program at the Cassadaga Job Corps Academy is offered at almost no cost to those who qualify. The cost to attend this program at most BOCES sites is approximately \$9000 dollars. Students will be required to apply for financial aid to offset the cost of the program, but whatever balance remains between tuition and aid is paid for by Job Corps. Students also receive clothing allotment money to offset the cost of BOCES uniforms, and books and class materials at no cost to themselves.

The BOCES LPN program is not without its challenges however. It is a fast paced, intense one-year lock-step program. A student entering this program must be committed, dedicated, and serious about entering the nursing field, before taking this course. In order to qualify for this program, candidates must meet certain criteria to establish eligibility and readiness for this program. Students will be required to enter the LPN program with their high school diploma, or GED/HSE, and minimum TABE (Test of Adult Basic Education) scores of 600 in math and reading. Please note that on-line high school diplomas **are not** recognized by the BOCES program. In addition candidates will also be required to pass the (DET) Diagnostic Entrance Test. There is a \$15.00 fee in order to take this test which the candidates home Center will be responsible for. Also, applicants need to be in good medical and mental health standing as evident by their medical records.

Enclosed you will find the first part of the LPN paperwork in Application Packet #1.

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APPLICATION PACKET #1

The following paperwork is needed in the first step of the LPN application process.

1. A copy of the student's 6-40 profile from CIS, including a copy of the TABE scores – Applicants should have 600 or better (level D) TABE scores to enroll
2. Six (6) reference letters from Job Corps staff members and employers –using the enclosed reference form
3. Write an essay–using the enclosed essay guide
4. A completed BOCES application - enclosed
5. **Payment of \$15.00 to the Cassadaga Job Corps to take the DET test** – must be in the form of a money order, cash, or a Job Corps Center check.
6. Trainee Information Sheet

After I receive the enclosed packet and the \$15.00 fee, the applicant will then be scheduled to take the DET test on-line. (I will send you the DET Test Instructions as soon as I receive this packet back with the fee.) If the applicant has a passing score on the DET, then Packet #2 will be filled out by the candidate to continue the application process.

During the application process candidates are encouraged to make an appointment for a meet and greet via polycom with current LPN students. The final step for the applicant will be to interview with Job Corps and BOCES staff. This process will help the student, and the staff, determine suitability for the LPN program.

Please mail all the completed forms and \$15.00 fee to:

Cassadaga Job Corps Academy (make checks payable to Cassadaga Job Corps)
8115 Glasgow Rd.
Cassadaga NY 14718
ATTN: Dayna Schultz

Dayna Schultz Career Transition Manager

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Trainee Information

Last Name: _____ First Name: _____

Home Address: _____

City, State, Zip: _____

Home Phone Number: _____ Cell: _____

Circle: Male / Female

HSD / GED (circle one) Date achieved _____

Career Technical Trade Completed _____

TABE Scores: Reading Level and score _____ Math Level and score _____

Sending Center: _____

Transfer Coordinator/ Center Contact (Name/Title)

Please include your primary center contact and a secondary

Primary POC: _____

Title: _____

Email: _____

Phone Number: _____

Fax Number: _____

Polycom IP#: _____

Secondary POC: _____

Title: _____

Email: _____

Phone Number: _____

Fax Number: _____

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Minimum Standards

The Licensed Practical Nursing Program is a partnership between the New York Board of Cooperative Educational Services (BOCES) and Cassadaga Job Corps Academy, offering eligible students 12-14 months of state-approved classroom instruction and real world clinical training to obtain the New York State Practical Nursing license.

Preliminary requirements for obtaining the LPN Advanced Training Program application are as follows:

1. Must be at least 17 ½ yrs old
2. Must possess either a High School Diploma or GED (on-line diploma not accepted)
3. Submit High School/College transcripts or GED scores
4. Provide evidence of TABE scores of a minimum of 600 in Literacy and Numeracy
5. Submit a chronological/sequential list of all schools attended (K-12)
6. Possess state certification as a Nurse Assistant
7. Submit Job Corps conduct profile
8. Submit a signed release for a criminal background check
9. Recommendations from Job Corps Medical, Dental, Mental Health personnel stating student is physically, mentally and emotionally able to participate Official records will be submitted at the time of application
10. Student must be eligible to apply for a PELL grant. History of any college enrollment and prior financial aid received must be disclosed
11. Must submit letters of recommendations from Job Corps staff and any health care related employment
12. Applicant must understand that summer and holiday breaks may be scheduled at times different than other Job Corps Center
13. An interview will be scheduled with the applicant, BOCES and Cassadaga Job Corps Academy personnel to assist in determining readiness
14. Applicant must submit an essay (question guide provided)
15. Must pass a Diagnostic Entrance Test (DET)
16. Centers are responsible to cover the cost of \$15.00 to take the DET test
17. Willingness to remain at Job Corps until the LPN NCLEX exam is taken

The above list is not all-inclusive and is subject to change. For more information or to obtain an application packet please contact:

Dayna Schultz, CTS Manager (716) 595-4274
Schultz.dayna@jobcorps.gov

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INDICATOR SCALE

For Success or Failure

It has been several years since the first LPN class started at Cassadaga Job Corps and we have experienced a lot since then. Although we have had great success in the students that have completed and are now a Licensed Practical Nurse, we have had a few students that were not able to finish the course.

Below is a list that we have compiled of what makes successful students and the pitfalls of unsuccessful students. Please look at this carefully when you recommend your students, as we need each LPN candidate to be suitable for this grueling program.

INDICATORS OF A SUCCESSFUL CANDIDATE**(Based on historical data)	INDICATORS OF POTENTIAL FAILURE IN A CANDIDATE**(Based on historical data)
Good Evening Study Habits	Relationship Issues
Serious Attitude	Medical/Mental Health Concerns
Free of Medical/Mental Health Issues	Family Issues
Consistent Above Average Test Scores	Lacking Evening Study Habits
High School Diploma	Anger Management Problems
Excellent WBL Record	Frequent Personal Leaves/Needs to Go Home
Good Peer Interactions	Lacking Peer Interactions
	Immaturity/Drama
	Struggled to Get Passing Grades/ GED Testing Several Times

**Erie 2-Chautauqua-Cattaraugus BOCES Practical Nurse Program
at Cassadaga Job Corps Academy**

**Erie 2 Chautauqua-Cattaraugus BOCES
8685 Erie Road
Angola, New York 14006-9621
Practical Nursing Program Information Sheet**

Print Name: _____ **SS#** _____ **Date:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: Home () _____ **Work** () _____

Date of Birth: _____

Emergency contact information:

(Last name)	(First name)	(Relationship)	(Phone number)
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Please check your racial/ethnic origin below (This information will not be used to deny access or admission; to be used for statistical purposes only).

African America/Non-Hispanic	Asian or Pacific Islander	White/Non-Hispanic
Native American	Hispanic	Male Female

Erie 2 CC BOCES LPN program located in Ashville, Buffalo, Derby, E. Aurora, Cassadaga, and Warren, PA, do not discriminate on the basis of age, creed, disability, marital status, veteran status, national origin, race, or sexual orientation in the educational programs and activities which they operate. This policy is in compliance with Title IX of the Education Amendments of 1972 and section 504.

EDUCATION: **High School:** _____ **Date of Graduation:** _____

Date GED certificate awarded: _____

List any colleges or other school you attended after high school:

School	Major/Degree	Date Entered	Date Left	Year Graduated
_____	_____	_____	_____	_____

EMPLOYMENT:

Present Employer: _____ **Job Title/Duties:** _____

Address: _____ **Work Hours:** _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1.) Have you ever been convicted of a felony or misdemeanor? **

YES

NO

** This question is asked on the application for NYS Licensure. If you have been convicted of a felony or misdemeanor, there may be a potential for not being licensed in New York State.

Please be advised that employment in the health care field may require a police background check and/or drug testing and may affect your hiring. Some clinical facilities require a background check on students before a clinical affiliation begins.

Be advised that if the affiliating agency prohibits the student from clinical due to the identification of questionable background, the student will like wise be terminated from the LPN program.

2.) Are you a veteran?

YES

NO

I hereby authorize the Erie 2-Chautauqua Cattaraugus BOCES to make any investigation of my past employment and I further waive the right of access to any information submitted by these references. I further release all previous employers from any and all liability in connection with any response(s) to questions from Erie 2-Chautauqua Cattaraugus BOCES.

I do hereby affirm that all statements by me on this application are true and complete. I understand that any false or inaccurate statements will be considered justification for disqualification of my application or termination as a student in the school of practical nursing at any time after the school year commenced.

SIGNATURE: _____ **DATE:** _____

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Name: _____ **Center:** _____

References

Must be submitted prior to taking the DET test

Please make 5 extra copies of the enclosed Reference Form and have each person listed below fill one out.

.....

Transfer/Advance Training LPN Students

1. _____ **Center Director**
2. _____ **Counselor**
3. _____ **Academic Instructor**
4. _____ **Center Standards Incentive Officer**
5. _____ **CTT (Nursing) Instructor**
6. _____ **Residential Advisor**

New Applicants to Job Corps Only:

1. _____ **Must submit four (4) employment references**

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Practical Nursing Program Professional Reference Form

You have been requested to provide a letter of reference to the Erie 2 Chautauqua/ Cattaraugus BOCES Practical Nursing program for the applicant listed below.

Applicant's Name: _____

Reference Name: _____

Telephone number: _____

Occupation/ title: _____

Relationship to applicant: _____

How long have you known this applicant and in what capacity?

Please indicate your impression of this applicant by placing a check in the appropriate box.

Characteristic:	Excellent	Good	Satisfactory	Poor
Dependability/ Reliability				
Motivation				
Time Management				
Communication Skills				
Punctuality				
Attendance				
Acceptance of Criticism				
Attention to detail				
Etiquette				
Getting along with others				
Following Directions				
Follows dress code				
Integrity				

Please add any pertinent additional information related to this applicant.

Signature: _____ **Date:** _____

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Essay Guide

Dear Applicant;

We are delighted that you are interested in the BOCES School of Practical Nursing Program at Cassadaga Job Corps Academy. Please complete the following questions in detail. Either hand written or typed essay is acceptable. You may use an autobiography or essay style.

- 1. Tell me about yourself: home life, parents, hobbies, childhood and include education**
- 2. Why are you interested in becoming an LPN?**
- 3. How would you evaluate your performance on Center (where applicable) or on the job?**
- 4. Why should we accept you in the LPN program?**
- 5. What are your strengths and weaknesses?**
- 6. What goals have you set for yourself?**
- 7. Do you have any problems that would hinder you from making at least 14 month commitment to CJCA?**
- 8. Describe yourself**
- 9. What is important to you?**

This essay should be submitted along with application packet #1

Thank you